

Level 2 SEN Teaching Assistant

Job Description

Job Title: Teaching Assistant – Level 2

Reports to: Head Teacher

Grade: Grade 2, Points 5 – 6

Job Purpose:

- To provide high quality support for teaching and learning in The Nest, Learning Hub
- To deliver learning activities to pupils (as directed by the class teacher)
- To work independently with specified pupils
- To help raise standards and outcomes for all pupils

Principal Accountabilities:

1. Support for children

- To assess the needs of pupils and use detailed knowledge and skills to support pupils' learning.
- To establish productive working relationships with pupils, acting as a role model and setting high expectations following the school's behaviour policy.
- To promote the inclusion and acceptance of all pupils within the classroom.
- To support pupils consistently whilst recognising and responding to their individual needs.
- To encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Provide feedback to pupils in relation to progress and achievement including marking work in line with the school policy.
- To provide supervision during unstructured times, where required.
- Supervise activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the midday break, having regard to special or additional needs
- Report incidents in line with school policy

2. Support for the curriculum

- Support the school curriculum and children's individual APDR and EHCP targets through the delivery of individual and small group intervention programmes.
- Provide targeted support to enhance learning, accelerate progress and improve attainment.

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3. Support for the teacher

- To organise and manage appropriate learning environments and resources.
- To monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- To work within an established behaviour policy to anticipate and manage behaviour consistently.
- To support the role of parents in pupils' learning and contribute to meetings with parents to provide constructive feedback on pupil progress/achievement etc.

4. Support for the Curriculum

- To deliver learning activities to pupils, adjusting activities according to pupil responses/needs.
- To use ICT effectively to support learning activities.
- To select and prepare resources (with direction) necessary to lead learning activities, taking account of pupils' interests.

5. Support for the SEND Team

- Be an active member of the SEND Team being self-motivated.
- Deliver bespoke interventions resourcing as appropriate.
- Keep records as required.
- Feedback regularly to Headteacher or designated line manager and class teachers on progress of interventions.
- Be autonomous and responsible for delivery of activities and support.
- Organise your own timetable in liaison with the class teacher (s) to ensure best use of time for the benefit of the children
- Where necessary, liaise with parents and keep them informed
- SEND Teams roles include: welfare, attendance and lateness, EAL, AR, Sensory circuits, Speech and Language support, SEMH, English and Maths interventions, dyslexia support, SENCO assistant, liaison with Early Help etc. (this is not a complete list).

6. Support for the School

- To follow school policies and procedures. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- To contribute to the overall ethos, values, work and aims of the school.
- Appreciate and support the role of other professionals.
- Participate in training and other learning activities and performance development as required. Assist with pupil supervision out of lesson times, including before and after school and at lunchtime, where required.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

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- Develop and maintain effective working relationships with other staff and parents or carers.
- Contribute to the maintenance of a safe and healthy environment.
- Attend and actively participate in staff meetings.
- Provide advice and guidance to colleagues as appropriate.
- Have a flexible approach and be willing to adapt at any moment to a change in situation to take on other another role temporarily
- Have a willingness to ask for help from the SENDCo if a task is not understood
- Have a willingness to attend all fortnightly Support Staff meetings and follow up on the actions given
- Communicate effectively on paper in the form or providing simple reports on a pupil's performance on EHCP targets or those outlined in their APDRs
- To complete first aid training and carry out first aid duties

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